



# CITY OF SALEM SHERIFF'S OFFICE

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## 2018 ANNUAL REPORT



“TO SERVE WITH HUMILITY SO  
THAT WE BECOME THE  
EXAMPLE TO OTHERS”



*City of Salem Sheriff's Office*  
*Table of Contents*

**INTRODUCTION**

**Page**

Letter from the Sheriff	3
Mission Statement & Guiding Principles	4

**AGENCY ACTIVITIES**

Courthouse Security	5
Transportation of Prisoners or Other Persons in Custody	6
Civil Process	7
Training	7
Sheriff's Office Workforce Program	9
Community Involvement	9
Professional Standards	16
Promotions	17
Sheriff's Office Website	18
2018 Brings Change	19
"Down Time"	20
Telephone Scams	21
Awards	22
Goals and Objectives	23
Commendations/Concerns	24

**AGENCY STATISTICS**

2018 Workload Measures	25
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Dear Citizen:

On behalf of the City of Salem Sheriff's Office I would like to offer this copy of our 2018 annual report. Since the office is a Virginia accredited agency, this document is prepared on an annual basis to meet the standards set forth by the Virginia Law Enforcement Professional Standards Commission. It is my hope that you will find the report both interesting and informative.

As most of you recognize, the current climate in law enforcement is as dangerous as ever before. Those in uniform are risking their lives each day to serve their communities and this proves no different in Salem. It is imperative that we remain vigilant as we protect and secure our courthouse and in our training so that the deputies remain safe in the performance of their duties of court security, civil process and transportation of persons in custody.

As you will see by perusing the office workload measures, we have been experiencing a steady volume of courts worked, service of process, transportation of in-custody individuals, as well as confinement of inmates. This increase generates a need for additional manpower in order to maintain a high level of security and overall service to our citizens and the public that we serve.

Through extensive planning and hard work by all, we have been able to meet our goals and objectives in 2018 despite the challenges on both the state and local levels. As we move into 2019, we will continue to work hard to deliver the very best in court services to our citizens, always keeping with our motto, "to serve with humility so that we become the example to others".

Should you have any questions concerning the content of this report or otherwise have inquiries on Salem Sheriff's Office law enforcement initiatives, please feel free to contact us. Also, feel free to stop by our office anytime at 2 E. Calhoun St.

Yours in Service,

A handwritten signature in black ink, appearing to read "April M. Staton".

April M. Staton  
Sheriff

Contact Information:  
(540) 375-3040  
[sheriff@salemva.gov](mailto:sheriff@salemva.gov)





## **MISSION STATEMENT**

We, the professional men and women of the Salem Sheriff's Office are empowered to defend the Constitution of the United States and the Commonwealth of Virginia. Through courtesy, care, trust, and commitment, we will work diligently to provide the most effective and safe delivery of court services to our citizens.

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## **GUIDING PRINCIPLES**

### **Integrity**

We have integrity. We serve the citizens with the highest moral and ethical standards. Honesty and moral courage guide us in our relations with all persons.

### **Respect**

We show respect. We treat each other and all people with respect in a consistent manner.

### **Professionalism**

We are professionals. We listen compassionately and act with respect, sincerity, and courtesy when interacting with each other and the citizens. We are firm in our convictions in upholding the laws, while treating others as we would want to be treated.

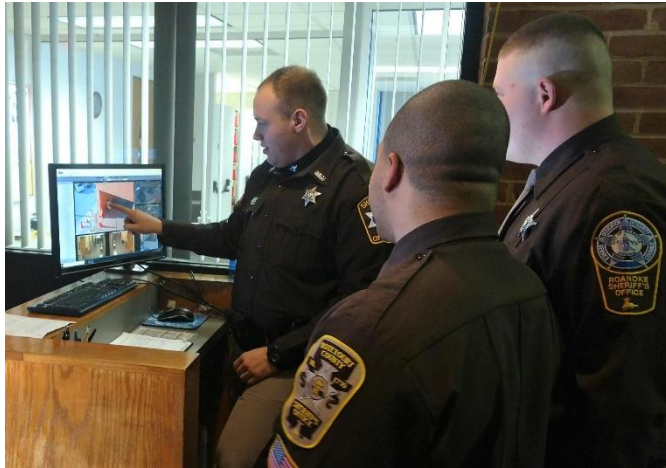
### **Commitment**

We are committed. We work in a partnership with court personnel, city officials, other law enforcement agencies and the citizens of Salem to gain mutual respect and appreciation for one another. Together we will provide responsive and efficient quality service through cooperation, problem solving, and accountability.



## Court Security

One of the primary functions of the Salem Sheriff's Office is security of the courts.



*Above-Deputy Hoffert explains security procedures at the front courthouse checkpoint to the Cardinal Academy class.*

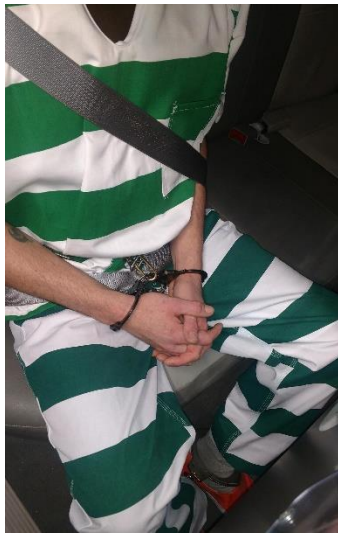
This includes security of all courthouse staff, and members of the public that enter the building for court or personal business. For security reasons, each person that enters the courthouse is screened for weapons and/or prohibited items via the x-ray machine and magnetometer.



*Above-Deputies safely handle an uncooperative and mentally unstable inmate during trial ensuring the safety of all in the courtroom. This moment shows our intent to focus on safety in the courtroom by providing extra security measures with additional deputies.*

In 2018, there were 132 court sessions for Juvenile and Domestic Relations court, 238 General District court sessions, and 145 Circuit court sessions with petit jurors reporting for six (6) jury trials and five (5) meetings of the grand jury.

## **Transportation of Prisoners or Other Persons in Custody**



Our Office is responsible for the safe transportation and handling of inmates that are scheduled for court in Salem. Transportation may be from any local jail or detention facility in the Commonwealth of Virginia, unless of course the inmate is housed at the Western Virginia Regional Jail (WVRJ). Per our agreement, the WVRJ transportation staff provide for delivery and pick up of Salem inmates housed in their facility. There were a total of 1,236 court transports completed by our staff in 2018.

Our other transportation responsibilities are inmate medical appointments or emergencies as needed for inmates housed at the Roanoke County/Salem Jail, inmate transfers from one facility to another, mental health transports by court order, extraditions of inmates from other states, and any other court ordered transportation issued by a judge. In 2018, we traveled 62,575 miles in performance of our duties.

A task that takes a tremendous amount of man-hours for our office and racks up the miles on our vehicles is the number of mental health transports we provide. There were a total of 39 mental health transports in 2018.



## **Civil Process**

Civil process service is the delivery of legal documents to the persons named therein, in a lawful manner. These documents typically arise from the courts however, we also process paperwork issued by or on behalf of attorneys, businesses, and members of the general public. We processed a total of 29,414 documents in 2018; an increase of 43.5%.

## **Training**

Due to the current challenges facing law enforcement, it is imperative that we continue to provide our staff with sufficient training to ensure operational



Master Deputy Pruett trains his fellow appointees on Tactical First Aid during our annual training day.

preparedness and deputy safety. Along with hundreds of hours in out-of-office training, we also completed in-house training utilizing our own certified instructors. We provided initial as well as refresher training on topics such as communicable diseases, biased-based policing, officer survival, field medic and use of force.

Our certified instructors also spend time instructing new recruits of the Cardinal Criminal Justice Academy.





Sheriff's Office Appointees work on defensive tactics training during a break from court proceedings.



Deputy Mike Adkins and Captain Sarah Duffy train on Basic First Aid and CPR/AED at the Salem Sheriff's Office.



## **Sheriff's Workforce Program**

The Salem Sheriff's Office workforce program was implemented on June 1, 2010. This is an alternative to incarceration for low level offenders in which individuals voluntarily work at various departments within the City of Salem in lieu of reporting to jail. Those who successfully complete the program may, at the discretion of the Judge, have their charge dismissed, or their jail time suspended. Those who are unsuccessful are returned to court and may then be convicted of the crime as charged.



Master Deputy Jonathan Branson was the direct supervisor over all participants in the program in 2018. There were 38 workforce volunteers who completed a total of 486 hours in 2018, with 7 current volunteers going into 2019.

## **Community Involvement & Partnerships**



The Salem Sheriff's Office conducted firearms safety training for the USNSCC at the U.S. Marine Reserve Center.

Engaging with the community has become much more of a priority than ever before for law enforcement. It is extremely important to perform our duties in a manner

that instills public trust and allows us to build mutually respected relationships with our community members; especially our youth.

Sheriff Staton encourages all appointees to get involved! This past year we participated in the following events, fundraisers or interactions with our community:

- Salem High School After Prom
- Donated clothing to Needlework Guild and Mrs. Dorsey's clothes closet
- Relay for Life chili cook-off and memorial walk
- Law Enforcement Torch Run events fundraising for Special Olympics
- Volunteering for Salem Distance Run
- Public Safety Pumpkin Fest event-Open House at courthouse
- Glenvar High School Help Save the Next Girl
- Glenvar High School-Digital Portfolio projects
- G.W. Carver kindergarten fieldtrip to courthouse
- Firearms safety for the United States Naval Sea Cadet Corps
- Bigs with Badges-Big Brothers Big Sisters Organization
- Growth Through Opportunity-GTO cadet program

We are frequently contacted by schools to do presentations or to schedule visits to the courthouse. Our ability to impact the youth and all residents of Salem in a positive manner makes our contact with them very worthwhile and meaningful to our staff. We look forward to any opportunity to engage in our community.



*Left- Sheriff Staton and members of her office participated in the Relay for Life events at Salem's Longwood Park.*



*Above - Sheriff Staton and Kim Clingenpeel from the Commonwealth Attorney's Office present new clothing donated by members of the Sheriff's Office to Nancy Duffy for Salem children in need.*



*Left - Master Deputy Pruett speaks with a group of Boy Scouts on Courtroom Etiquette prior to their scout assignment at the Salem Courthouse.*



*Left - The Salem Sheriff's Office entertains a group of children from G.W. Carver Elementary School for a courthouse tour and other fun events.*





Above – Master Deputy Branson reads to a group of children during “Sheriff’s Story Time” at the Salem Public Library.



Above-checking out the sheriff’s vehicle after story time.





*Above-Sheriff April Staton joins the Glenvar High School Help Save the Next Girl group to discuss important safety tips.*



*Left-Deputy Samuel Hoffert volunteers his time with the "Bigs with Badges" program of Big Brothers Big Sisters.*

*Below-Deputies hang out during the Roanoke College Lip Sync Challenge.*







**PUBLIC SAFETY HALLOWEEN FUN  
A PUMPKIN FEST EVENT  
OCTOBER 27, 2018**





National Night Out at Salem Red Sox stadium. Partnered with Salem Police, Virginia State Police, Roanoke College Campus Safety, Roanoke County Sheriff's Office, Western Virginia Regional Jail and others.





## **Professional Standards-Accreditation**

Accreditation is considered to be the ultimate measure of professionalism among law enforcement agencies. Agencies seek accreditation through the Virginia Law Enforcement Professional Standards Commission (VLEPSC). There are roughly 400 eligible agencies in Virginia. At this time, only 99 are accredited through the Commission. In addition to promoting public confidence and consistency, accreditation is important to:

- promote cooperation among agencies.
- ensure proper training for law enforcement personnel.
- increase the effectiveness and efficiency of services provided by law enforcement

Currently, there are 745 areas of compliance that must be met in order to achieve and maintain accredited status. Our Office successfully completed its last official on-site assessment in March of 2017 with 100% compliance.





## **Promotions**

In March of 2018, Sheriff Staton was able to engage in one of the most rewarding internal duties as a Sheriff and that is to promote individuals that have worked in dedication to the citizens of Salem.

Deputy Jonathan Branson was promoted to the rank of Master Deputy and is primarily assigned to the Civil Process section of the Salem Sheriff's Office.



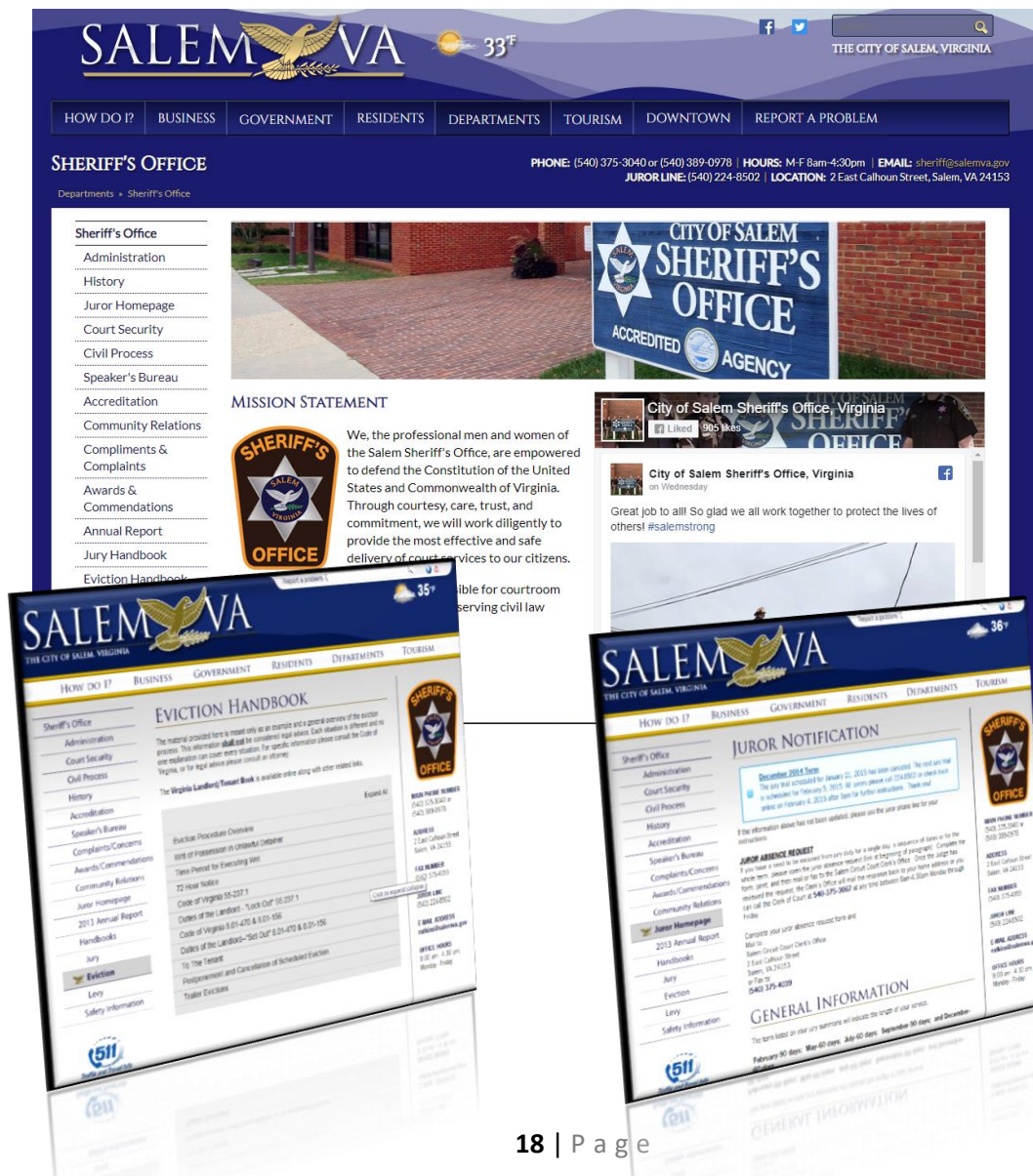
Master Deputy Branson oversees the Sheriff's Workforce Program and is one of our Firearms Instructors. Master Deputy Branson has been employed with Salem Sheriff's Office for four (4) years and has served as a Deputy for ten (10) years.

We want to congratulate Master Deputy Branson on his promotion.

## Sheriff's Office Website & Social Media

The Salem Sheriff's Office maintains a user friendly and informative website for our citizens. It provides helpful information on office administrative staff, contact information, evictions and levies, jury duty, office initiatives, etc. We encourage our citizens to utilize this site and provide feedback on how we can improve its ease of use, quality of contents, or any other suggestions that may be of concern regarding our office.

Please visit our Sheriff's Office Facebook page where you can follow our community interactions and more!





## **2018 Brings Change**

In 2018, the Salem Sheriff's Office experienced some changes with the addition of one (1) new appointee and the completion of the front entrance renovations.



Deputy Parsons participating in the Sheriff's Office "Firearms Challenge" at the Salem Firing Range.

We welcome Paris Parsons to the Salem Sheriff's Office. Paris joins us from Craig County Sheriff's Office. He has been a Sheriff's Deputy for fifteen (15) years and has a wealth of knowledge and experience. His strong work ethic and professional demeanor make him a good fit with our Office.



The courthouse was also outfitted with a keyless proximity fob system to augment the security operations of the facility.

The front entrance of the Salem Courthouse went through some significant changes to improve the usability and enhance security.



## **Down Time**

After each of our training days this year, the Sheriff and Major treated the members of the office to a meal and bowling. We spent time in fellowship and relaxation at the Lee Hi Lanes in Salem. We have found that this time allows us to “let our hair down” and enjoy one another outside of the work environment. It also reminds us that although we are very unique, we have much more in common than we truly let on.

The winner for the day gets the championship belt in which they display proudly over their desk.



*Above - Deputy Marvin Freeman proudly displays the “Championship Belt” for his victory during January’s training day.*



*Left – Deputy Mike Adkins proudly displays his “Championship Belt” for his victory during Octobers’ training day.*



## **Telephone Scams**

As we begin 2019, we want you to be aware that there are telephone scammers out there trying to get your money or possibly access your personal information. There is one scam in particular that we have received several calls about that we feel is important for you to be on the lookout for. There is a telephone scam that is impersonating law enforcement officers. These scammers are claiming to be state or local law enforcement officers and often “spoof” or fake the numbers that they are calling from to make it look like a legitimate law enforcement or government agency number.

The scammers make false claims that your identity has been stolen or that there are current criminal charges/warrants, and you need to send money immediately in order for the charges to be cleared. They often ask for the money to be transferred or wired into an account or for you to make payment by obtaining gift cards and using those as payment. If you receive one of these calls, hang up immediately.

The scammers may make follow-up calls and claim to be from the Attorney General’s Office or Social Security, in an attempt to convince you of their validity. If you attempt to block their telephone numbers, they often persist by utilizing “unknown” or “blocked” telephone numbers.

Law enforcement will never contact citizens requesting payment to clear up a criminal charge or warrant. Do not give into the pressure by these scammers to take immediate action. Do not provide them with your credit card number or bank account information. Do not give them any of your personal information. Do not send money in any form. Be suspicious if you receive an unexpected request by telephone, text or email that is similar in nature to what we have alerted you about.

If you receive an alert, email or telephone call that you suspect is from a scammer, we have given you resources below that can help you to report this illegal activity to the proper agencies. Be smart, be aware, but most of all be safe.

Report telephone scams to the [Federal Trade Commission](#), either online or by phone at 1-877-382-4357. This is the primary government agency that collect scam complaints. Report all “robocalls” and unwanted telemarketing calls to the [Do Not Call Registry](#). Report caller ID spoofing to the [Federal Communications Commission](#) either online or by phone at 1-888-225-5322.

## Awards

In April of 2018, Sergeant Brian Herndon and Master Deputy Logan Pruett were awarded the Kiwanis Distinguished Service Award for their valiant effort to save a man's life last Thanksgiving (2017) while returning home from a mental health transport. They were alerted that an elderly man was unresponsive in a vehicle while traveling with his wife. The deputies acted quickly and administered CPR while taking steps to comfort the family until EMS arrived and took over their life saving efforts. They were also recognized by the Sheriff of that jurisdiction for acting quickly when recognizing that someone may be in danger. We are very proud of them and thankful for their commitment to protecting the lives of others.



In October 2018, Deputy Marvin Freeman was awarded the Kiwanis Distinguished Service Award for his dedicated work in assisting those with mental illness as the Salem Sheriff's Office liaison in Therapeutic Court. Deputy Marvin Freeman is a shining example of how one law enforcement officer can make a difference and help to forge a lasting relationship between law enforcement and those that struggle with mental illness.

Deputy Freeman exemplifies the constabulary response to mental health care by forming partnerships with behavioral health, human services professionals, the courts, participants, their families, and local law enforcement. We are proud of Deputy Freeman and his commitment to all of those that he serves daily.



## **Goals and Objectives for 2019**

- **Implement a Youth Mentoring Program through our local TAP Head Start Center to help build lasting relationships and a stronger community.**
- **Develop a Field Training Manual to make our program more effective and enhance the field training experience of new appointees.**
- **Establish a citizen volunteer program that will assist with community outreach.**
- **Continue to be fiscally conservative with our budget requests yet not forsake the importance of manpower and other needs that maximize the safety of our deputies and the community.**
- **Expand the Workforce Program by increasing the number of participants and encourage use by more city departments.**
- **Continue to build relationships and partnerships with the judiciary, clerks, Commonwealth Attorney's and Salem Police Department so that together we can provide the most efficient and effective service to our citizens.**
- **To treat all people with courtesy and respect while reflecting the highest levels of professionalism and integrity.**

## **Commendations or Concerns**

We, the staff of the Salem Sheriff's Office, strive to deliver to the public the most professional and efficient delivery of court services. There may be times when you wish to commend or compliment one or all of the members of our staff for a job well done. If so, we would like to hear from you personally. You may e-mail, call, or come by our office and ask to speak to a supervisor.



We also recognize that there may be times when you have a question or concern about our operation or even a complaint. If you would like to voice these concerns or register a complaint, please come by our office and you will be instructed as to the proper procedure.

We would like to thank our citizenry and encourage input whenever possible. Together we can strive to meet our goals and perform our mission as it pertains to the overall administration of justice.

**For more information, please visit our website.**

**<https://salemva.gov/Departments/Sheriffs-Office>**





## CITY OF SALEM SHERIFF'S OFFICE WORKLOAD MEASURES FOR 2018

<i>Service of Court Papers</i>	
Levies executed	8
Writ of Possessions/Evictions or Writ of Fieri Facias	180
Subpoenas served	9,588
Jury summons served	780
Temporary Detention Orders served	40
Criminal warrants served	8
Other papers handled	18,998
<b>TOTAL PAPERS HANDLED</b>	<b>29,414</b>
<i>Collections</i>	
Fees and Commissions	\$963.00
Collections on Levies	0
Sheriff's Sales	0
Total Money handled and disbursed	\$963.00
<b>REMITTED TO TREASURER</b>	<b>\$963.00</b>
<i>Courts Worked</i>	
Circuit Court	145
General District Court	238
Juvenile & Domestic Relations Court	132
<b>TOTAL SESSIONS</b>	<b>515</b>

<i>Transportation</i>	
Inmate court appearances	1,197
In-custody juvenile court appearances	39
Inmate medical events	18
Adult mental transports	36
Juvenile mental transports	3
TOTAL TRANSPORTS	1,293
TOTAL MILEAGE	62,575
<i>Extraditions</i>	
Extraditions (out of state)	1
<i>Custody</i>	
Persons taken into custody	147
Inmates placed in Roanoke Co/Salem Jail	1,252
Inmates placed in WVRJ	1,735
<i>Deputy Accidents/Injuries</i>	
Consecutive days in 2018 without a lost-time accident/injury	194



*City of Salem Sheriff's Office*  
*April M. Staton, Sheriff*  
*2 East Calhoun Street*  
*Salem, Virginia 24153*